



# VERONA POLICE DEPARTMENT

111 Lincoln Street  
Verona, Wisconsin 53593-1520

BERNARD J. COUGHLIN  
Chief of Police

(608) 845-7623  
Fax: (608) 845-0960  
Web Site: [www.ci.verona.wi.us](http://www.ci.verona.wi.us)

## RECRUITMENT CORRESPONDENCE

**TO:** Applicants for Employment  
**FROM:** Bernard J. Coughlin, Chief of Police  
**DATE:** February 9, 2018  
**RE:** Patrol Officer Application Packet and Instructions

Thank you for your interest in employment with the City of Verona Police Department. Included in the Application Packet are the following documents:

1. Application for Employment Form VPD-270;
2. Employment Opportunity Announcement;
3. Department Overview and Information; and
4. Authorization for Release of Information Form VPD-254.

Please submit the Application for Employment and Authorization for Release of Information forms by March 26, 2018, at 4:30 p.m., Central Standard Time.

The written test will be offered Saturday, April 7, 2018, at 9:00 a.m.; and an alternate test will be offered on Wednesday, April 11, 2018, at 7:00 p.m.; **please include a note with your preference.** The test will be administered at the Verona Police Department, 111 Lincoln Street, Verona, WI and will take about two hours to complete. The top 12 candidates will be invited to one of two assessment centers; April 25 and 26, 2018. The assessment centers will start at 8:00 a.m. and will conclude by 2:00 p.m. Successful candidates from the assessment centers will be invited to a Police and Fire Commission interview.

**AN EQUAL OPPORTUNITY EMPLOYER**

# APPLICATION FOR EMPLOYMENT

VERONA POLICE DEPARTMENT

111 Lincoln Street

Verona, Wisconsin 53593

(608) 845-7623

**IMPORTANT INSTRUCTIONS:** This application must be completely filled out and clearly typed or printed in black ink. If a question does not apply to you, write "N/A" in the space provided. The Verona Police Department requests this information to complete the employment background verification. The information obtained is used exclusively for the purpose of employment consideration. Any intentional misrepresentation or falsification of information on this form will result in disqualification of your application, or, if discovered after employment, may be considered cause for dismissal.

**The City of Verona complies with the Americans with Disabilities Act and fully supports the concepts of Equal Employment Opportunity and Affirmative action. Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact the City Administrator's Office at 608-845-6495.**

Date: \_\_\_\_\_ Position Desired: Patrol Officer

Names: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County of Residence: \_\_\_\_\_ Are you a United States citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

Primary Phone: Home Cell Work (\_\_\_\_) \_\_\_\_\_

Secondary Phone: Home Cell Work (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Previous Name (if applicable): \_\_\_\_\_

List all nicknames and aliases by which you have been known at any time, including maiden names or other married names: \_\_\_\_\_

\_\_\_\_\_

## An Equal Opportunity Employer Residence History

List chronologically, starting with the most recent address, all of your residences during the past fifteen years. Include addresses while attending school if away from home and all military addresses. (Use additional sheets if necessary.)

Date (Month/Year)		Street Address (Apt. No.), City, State AND Zip Code	If rented, give name, address and phone of person responsible for the collection of rent
From	To		

## Employment and Work History

May we obtain references from the employers named below? Yes \_\_\_\_ No \_\_\_\_\_. If no, please name and explain the exceptions:

Were you ever terminated from employment? Yes \_\_\_\_ No \_\_\_\_\_. Have you resigned from a job after being informed your employer intended to terminate or discipline you? Yes \_\_\_\_ No \_\_\_\_\_. If yes to either, please explain:

On the following page, list all employers, beginning with the most recent and work back. Include all part-time employers. Account for all time periods. Make additional copies of the following page, if necessary.

Employer Name and Address (If unemployed indicate dates)	Employment Dates (Month/Year)		Position Held (PH) Reason for Leaving (RL)	Monthly Salary		Hours Per Week	Supervisor Name and Telephone	May we Contact (Y/N)
	From	To		Begin	End			
			PH:					
			RL:					
			PH:					
			RL:					
			PH:					
			RL:					
			PH:					
			RL:					
			PH:					
			RL:					
			PH:					
			RL:					

## References

Give three professional references (not relatives, former employers, fellow employees or school teachers) who are responsible adults.

Name and Address	(Area Code) Personal Phone Number	(Area Code) Work Phone Number	Best Time to Contact

Give three social acquaintances, not listed above.

Name and Address	(Area Code) Personal Phone Number	(Area Code) Work Phone Number	Best Time to Contact

List five law enforcement officers with whom you are acquainted, if any:

Name	Department	City and State	(Area Code) Phone Number

## Law Enforcement or Peace Officer Licensing

Are you currently or have you ever been certified or licensed as a law enforcement or peace officer, either on a full-time or part-time basis? Yes \_\_\_\_ No \_\_\_\_.

If yes, please provide the state of issuance: \_\_\_\_\_

If yes, please provide the following information: License No.: \_\_\_\_\_

Date originally issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Current status (Please attach a photocopy of your license certification):

\_\_\_\_ Valid - Active Status      \_\_\_\_ Valid - Inactive Status      \_\_\_\_ Lapsed      \_\_\_\_ Surrendered

\_\_\_\_ Suspended      \_\_\_\_ Revoked

Where did you attend basic police recruit training? \_\_\_\_\_

What were the dates of your attendance of recruit training? From: \_\_\_\_\_ To: \_\_\_\_\_

Have you maintained your continuing education and/or 24 hour annual re-certification training? Yes \_\_\_\_ No \_\_\_\_.

## Other Law Enforcement Applications

Have you applied for employment with other law enforcement agencies? Yes \_\_\_\_ No \_\_\_\_\_. Were you the subject of a background investigation by any law enforcement agency which considered you for employment? Yes \_\_\_\_ No \_\_\_\_.

If yes, complete the following:

Date	Agency

List all law enforcement intern or explorer programs from high school and college, if any.

Date	School	Department Involved	Advisor and Telephone Number

## Driving Record and History

Do you have a valid Driver's License? Yes \_\_\_\_ No \_\_\_\_ . If yes, what is the date of issue: \_\_\_\_\_.

If yes, Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration: \_\_\_\_\_

Do you currently hold or have you previously held a valid Driver's License from other states, other than the one listed above? Yes \_\_\_\_ No \_\_\_\_ . If yes, list the states and time period:

\_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_.

In the past 10 years have you ever had a Driver's license suspended, revoked or restricted: Yes \_\_\_\_ No \_\_\_\_ .

If yes, please indicate the date(s) and violation(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been cited, charged and/or convicted of operating a motor vehicle, snowmobile or boat while under the influence of an intoxicant or with a legally prohibited blood alcohol concentration? Yes \_\_\_\_ No \_\_\_\_ . If yes, please indicate the dates, county and state of occurrence:

\_\_\_\_\_  
\_\_\_\_\_

## Use of Alcohol or Drugs as an Adult

Do you currently use alcoholic beverages? Yes \_\_\_\_ No \_\_\_\_ .

If no, have you ever used alcoholic beverages? Yes \_\_\_\_ No \_\_\_\_ .

If yes to either, please describe your current and/or previous use of alcoholic beverages, including the date of last use:

\_\_\_\_\_  
\_\_\_\_\_

Do you currently use marijuana? Yes \_\_\_\_ No \_\_\_\_ .

If no, have you ever used marijuana? Yes \_\_\_\_ No \_\_\_\_ .

If yes to either, please describe your current and/or previous use of marijuana, including the date of last use:

\_\_\_\_\_  
\_\_\_\_\_

Do you currently use non-prescription illegal drugs, such as opiates, heroin, cocaine, methamphetamines, and/or ecstasy?

Yes \_\_\_\_ No \_\_\_\_ . If no, have you ever used non-prescription illegal drugs, such as opiates, heroin, cocaine, methamphetamines, and/or ecstasy? Yes \_\_\_\_ No \_\_\_\_ . If yes to either, please describe your current and/or previous use of non-prescription illegal drugs, including the date of last use:

\_\_\_\_\_

## Judicial Action

**Note: Conviction of a crime, except for a felony or domestic abuse charge, in and of itself is not an automatic bar to employment, but only in so far as it relates to fitness to perform the duties of a police patrol officer.**

Have you ever been cited or charged with ANY law violation including traffic law, other than parking tickets? If yes, complete the following:

Date (Mo/Day/Yr)	Location City and State	Charge/Violation	Issuing Police Agency	Disposition of Charges

Are you now, or have you ever been involved (as an adult) a plaintiff, defendant, petitioner or respondent, in any civil court action? Yes\_\_\_ No\_\_\_. If yes, please include when, where, name and location of court, circumstances, and disposition.

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As an adult, have you ever been fingerprinted? Yes \_\_\_\_ No \_\_\_\_\_. If yes, please complete the following:

Date	Agency	Reason for Fingerprinting



Have you ever been declared delinquent in child support payments ordered by the court? Yes\_\_\_ No\_\_\_. If yes, give details:

As an adult, have you ever had any contact with a police agency? Yes\_\_\_ No\_\_\_. If yes, please list the following:

Date	Location	Circumstances	Police Agency Involved

## Job Performance

Do you know of any reason why you would not be able to perform (with reasonable accommodation) any job-related task or function as specified in the job description? Yes\_\_\_ No\_\_\_. The job description is posted on our web site at [www.ci.verona.wi.us](http://www.ci.verona.wi.us). Would you like a job description mailed for your review? Yes \_\_\_ No \_\_\_.

If there is a reason, please explain:

Prior to final appointment, all applicants tentatively selected for employment are required to submit to the following examinations: vision, hearing, medical, psychological and drug screen by a physician and psychologist of the City's choice at City expense. Will you consent to such examinations? Yes\_\_\_ No\_\_\_. Additionally, all applicants are required to complete a physical agility test and background investigation. Are you willing to submit to each? Yes \_\_\_ No \_\_\_.

Please describe any special skills, abilities, experiences, volunteer work, hobbies, etc. which may enhance your qualifications for the position.

## Education and Training History

The Verona Police Department requires an applicant for employment as a law enforcement officer to have, at a minimum, sixty (60) fully accredited college level credits, unless the applicant was first employed and certified as a Wisconsin law enforcement officer prior to February 1, 1993, [LES 2.01(1)(e)].

Have you been continuously employed as a Wisconsin Law Enforcement Standards Board certified officer prior to February 1, 1993: Yes\_\_\_ No\_\_\_.

Indicate level of education:                      \_\_\_\_\_ Number Credit Hours                      \_\_\_\_\_ Bachelor of Science  
    \_\_\_\_\_ Associate Degree                      \_\_\_\_\_ Master Degree  
    \_\_\_\_\_ Bachelor of Arts

Please attach copies of all diplomas, degrees and transcripts as documentation of the following education:

High School Name and Address	Date (Mo/Yr)		Diploma Granted (Mo/Yr)	Credits Earned
	From	To		

College or University Name and Address	Date (Mo/Yr)		Major Field of Study	Degree Granted (Mo/Yr)	Credits Earned
	From	To			

Miscellaneous Schools Name and Address	Date (Mo/Yr)		Major Field of Study	Degree Granted (Mo/Yr)	Credits Earned
	From	To			

Please list and identify any specialized training or certifications you have received that is related to the work of a Police Patrol Officer, such as radar, intoximeter, interviewing, CPR, AED, Taser (ECDs), bike patrol, etc.

Date	Training Topic	Presented by	Hours

### Military Service

Have you served in the United States Armed Forces? Yes \_\_\_ No \_\_\_ If yes, complete the following:

Name Used During Service (Last, First and Middle)	Social Security No.	Date of Birth	Place of Birth

If yes, indicate Active Duty, Past and Present

Branch of Service	Dates of Active Duty		Check One:		Service Number During this Period
	Date Entered	Date Released	Officer	Enlisted	

Reserve Duty, Past or Present - If "none" check here \_\_\_\_\_

National Guard Membership \_\_\_\_\_ Army \_\_\_\_\_ Air Force If "none" check here \_\_\_\_\_

Branch of Reserves	Dates of Membership		Check One:		Service Number During this Period
	Date Entered	Date Released	Officer	Enlisted	

Were you ever the subject of a Uniform Code of Military Justice action or any administrative military disciplinary action? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give details of charges, agency concerned, dates, and dispositions.

## Statement of Interest

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(Applicant, please read carefully and sign below)

(Applicant Signature and Date)

(Applicant Signature and Date)



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## EMPLOYMENT OPPORTUNITY

**CLASSIFICATION - PATROL OFFICER:** The City of Verona Police Department has two vacancies in its uniformed patrol staff at the rank of Patrol Officer. These positions are assigned to Field Operations, and are responsible for preventative patrol, traffic enforcement, emergency and non-emergency calls for service, and investigations concerning criminal matters.

The department is a full service, 24-hour police agency, which embraces community oriented policing and neighborhood problem-solving.

**SALARY:** The 2018 salary range is between \$51,064.78 and \$71,998.72, depending on the successful candidate's qualifications. The collective bargaining agreement between the City and the Wisconsin Professional Police Association provides for a 6 month, 1 year, 3 year, 5 year, and 7 year step increase for those officers with less than 7 years of experience. An educational incentive begins on base salary at 3% for 96 credits, 5% for BA/BS, and 7% for a graduate degree.

**FRINGE BENEFITS:** Overtime at 1.5 times hourly rate; 12 paid holidays; 1.5 time on holidays worked; six/three work schedule (37.33 average work week); two hour minimum call in; vacation at 48 hours after six months, 96 hours after one year, 136 hours after five years, 176 hours after nine years, 216 hours after fourteen years; 232 hours after nineteen years; sick leave one day per month for a total of 135 days; uniforms and equipment furnished; 95% paid health insurance; retirement; income continuation insurance; dental insurance; group life insurance plan; police professional liability insurance; and longevity of 2% on base salary after 10 years, 3% after fifteen years, and 4% after twenty years.

**QUALIFICATIONS:** United States citizen; 18 years of age; high school graduate or the equivalent; possess a valid Wisconsin driver's license; binocular vision correctable to 20/20; no color blindness; no criminal record which substantially relates to the work of a police officer; good physical and mental health; weight reasonably related to height; and 60 fully accredited college credits. Additionally, possess the skills, knowledge and abilities to perform the essential functions of a law enforcement officer, use of standard police equipment, perform all police use-of-force techniques and verbal and written communications. **Preference may be given to those applicants with law enforcement training and experience. Additionally, applicants who are currently certified by the Wisconsin Law Enforcement Standards Board, or have completed basic recruit training and are eligible for certification are encouraged to apply.**

**SELECTION PROCESS:** The selection process includes, but is not limited to; written examinations, oral interviews, strength and agility tests, assessment center, medical examinations, character investigations, psychological examination and drug testing. A probationary period of 18 months is required. **The written test will be given on Saturday, April 7, 2018 at 9:00 a.m. and an alternate test will be offered on Wednesday, April 11, 2018 at 7:00 p.m.; please include a note with your preference. The top 12 candidates will be invited to one of two assessment centers; either April 25 or April 26, 2018, from 8:00 a.m. – 2:00 p.m. Successful candidates from the assessment centers will be invited to a Police and Fire Commission interview.**

**APPLICATION PROCESS:** Apply to the Verona Police Department, 111 Lincoln Street, Verona, WI 53593 with application materials **received no later than March 26, 2018, at 4:30 p.m.** An application kit is available from our website at [www.ci.verona.wi.us/245/Police](http://www.ci.verona.wi.us/245/Police). Questions can be directed to Business Office Manager Holly Nilles at 608-845-0924.

**Women and minorities are encouraged to apply.**

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## **CITY OF VERONA POLICE DEPARTMENT Department Overview and Information 2018 Patrol Officer**

The Verona Police Department is a full service, 24-hour police agency which embraces community-oriented policing and neighborhood problem solving.

The City of Verona is located adjacent to the City of Madison, Wisconsin, on U.S. & State Highways 18/151 in Metropolitan Dane County, and has been among the fastest growing communities in the state. The Department of Administration's 2017 reported population was 12,303. This is a 21.5% increase in population over the past ten years, as the 2007 population was 10,125.

The Verona Police Department has an authorized strength of twenty-four full-time equivalent sworn positions and two part-time patrol officers. The department's 2018 authorized staffing levels consist of the Police Chief, two Police Lieutenants, three Police Sergeants, two Detectives, sixteen full-time Patrol Officers, two part-time reserve Patrol Officers, a Business Office Manager/Executive Administrative Assistant, two full-time Records Clerks, one permanent part-time Records Clerk, one limited part-time Records Clerk, and twenty School Crossing Guards.

The most recent (Year 2016) Uniform Crime Report shows Verona's total number of violent offenses as ranking 13 lowest among 23 reporting Dane County police agencies and 15 lowest in felonious property offenses. Verona's 2016 clearance rate of violent crimes reported was 80%, as compared to the Dane County average of 44%.

In October 2008, the Verona Police Department moved into a newly constructed facility; a \$7.5 million City Center building which includes City Hall, Municipal Court/Council Chambers and the Police Department. The entire complex is 43,100 square feet of which 26,200 square feet are dedicated to the police department. Included in the new police department is a booking area, training room, emergency operations center, evidence processing room, a drive-through garage and sally port, individual desk and work spaces for officers, a fully equipped fitness room, spacious locker rooms, and state-of-the-art surveillance and audio-visual recording equipment.

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# Authorization for Release of Information

(for official use only, not to be released to unauthorized persons)

## VERONA POLICE DEPARTMENT

111 Lincoln Street

Verona, Wisconsin 53593

### Employing Agency

*I hereby authorize and empower an employee of the Verona Police Department or other authorized representative thereof bearing this release to, within one year of its date, obtain information and records pertaining to me from any or all of the following sources:*

- 1. Municipal, State or Federal law enforcement agencies*
- 2. Any current or previous landlord or place of residence contacts*
- 3. Any banking or financial institution*
- 4. Any place of business (for purposes of obtaining credit or employment data)*
- 5. Credit rating bureaus or institutions maintaining individual credit rating files*
- 6. Any previous employer or military service contacts*
- 7. Present employer*
- 8. Any school, college, university or other educational institution*
- 9. Any individual law enforcement or jail officer*

### Exceptions to this blanket authorization

- 1. Any medical information in the possession of any source named above until subsequent to a conditional offer of employment (per Americans with Disabilities Act).*
- 2. \_\_\_\_\_*
- 3. \_\_\_\_\_*

*This release is executed to authorize the City of Verona Police Department, as a prospective employer, to obtain the above information. It is understood that said information shall be used only in consideration of my employment and shall not be further disseminated for any purpose.*

*Applicant:* \_\_\_\_\_  
(Please Print)

*Date:* \_\_\_\_\_ *Date of Birth:* \_\_\_\_\_ *Sex: Male* \_\_\_\_\_ *Female* \_\_\_\_\_

*Address* \_\_\_\_\_  
*Street and Number* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Witness:* \_\_\_\_\_